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WEARE BOARD OF SELECTMEN
MEETING MINUTES
July 7, 2008

PRESENT: TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Frank Campana, Will Ottery, Donna Osborne, Diane Lamb, George Malette, Carl Knapp, Steve Flanders

7:00 p.m. Chairman Clow called the meeting to order.

DEPARTMENT HEADS – Mrs. Diane Lamb, Tax Collector, told the Board it has come to her attention that a waiver the Board signed to not take a piece of property will not be foreclosed on by the bank. The campground contacted her to ask if the town wants to take ownership of the trailer. The campground would like an answer because he wants to rent the site out. Mrs. Lamb said she is unsure what would happen if the town said no. Mr. Fred Ventresco asked who would be responsible for the back taxes. She feels the campground would be responsible for the taxes. Chairman Clow said they don't want to get into a situation where it would cost them more than it is worth. The total of the back taxes due is \$1,386. The camper is a 1994. Mr. Ventresco said he suggested to Mrs. Lamb that it might be something the town could put to use either with Mr. Knapp or PARC. Selectman Kurk said if this is removed and someone else puts a trailer there, then the new trailer will generate future taxes. Chairman Clow asked Mr. Knapp what they could use it for. Mr. Knapp said he doesn't think they need it. Mrs. Lamb said if they decide to take it she would need a letter to precede with the deed and then wait another 30 days before they could even take it. Chairman Clow said the Board needs to discuss this. Selectman Lacasse asked if there was anything preventing the campground owner from removing the trailer on his own. Mrs. Lamb said there is a lien on the property and he would not be able to move it without notifying the town. Vice Chairman Clark suggested allowing the campground owner to sell the camper and pay the \$1,386 taxes due and he would be able to keep the remainder.

Mrs. Lamb told the Board they have 81% of their taxes collected for 2008 and they only had 77% at this time last year.

Mr. Knapp informed the Board he has the wetlands permit for Abijah Bridge, which requires a signature from the Town of Weare. Mr. Knapp said he is trying to get the information out that the bridge will be closed periodically this week for tree removal and starting next week it will be closed until fall or possibly until spring. They did a lot of work on Dudley Brook to make commuting easier. It was discussed if they can't get it paved before winter that means no one can drive on the bridge, but they can walk across it. Chairman Clow asked if the bridge will be made with pieces poured in place. Mr. Knapp said the abutments will be poured in place and the bridge itself is all wood, just like the bridge on Woodbury.

Mr. Knapp said he has been discussing the budget with Mr. Ventresco and he has submitted anticipated man hours to the state for approval. What will happen is, any time any crew member works towards the bridge

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project their time will get charged to the bridge project. Mr. Knapp has this arranged with the Finance Administrator as well. This could be \$50,000-\$70,000. Mr. Knapp has been anticipating this project and hopes this will help with the budget concerns. They are setting up a fuel key for the bridge project and the fuel will also be charged towards the project. Chairman Clow asked how much the state pays. Mr. Knapp said the state pays 80% of the project. Mr. Knapp said the town pays everything up front and then they are refunded 80% by the state. Selectman Kurk said they already spent their overtime line and does not understand how this charging to the project will help. Mr. Knapp said it won't affect the overtime line but will affect the salary wage line and they will have to find the difference in his budget to make up the overtime line.

Mr. Knapp said they have the go ahead to go to work; the concrete company is already scheduled. Selectman Butt asked if they will be guaranteed to get the reimbursement this year. Mr. Knapp said they have bridge money and they utilize that and they already asked for 50% of the 80% upfront and then they will be refunded the remainder. Mr. Knapp said this is a state approved project. \$300,000 is in the bridge fund they will be utilizing; the Board of Selectman are agents to expend. The funds are currently in the General Fund. Selectman Butt asked if there is a line item in the budget to keep track of this. Mr. Ventresco said the Finance Administrator will be keeping track of all the funds. Vice Chairman Clark commented that when they set the tax rate they set it on an amount that was not accurate. Selectman Butt is not clear of where the money comes from. Mr. Knapp said they saved almost \$100,000 doing the bridge on Woodbury themselves.

Chairman Clow commented on their last invoice for diesel fuel being \$4.35 per gallon. Selectman Kurk said so the \$1.8 million that is their reserve includes this bridge money. Mr. Ventresco said he believes that is where the \$300,000 is. Mr. Ventresco said on the audit there is a place where it says Designated Funds and Undesignated Funds and he is unsure exactly where the funds are. Chairman Clow said in 2006 the end balance was \$1,337,761 and he is unsure if this includes the bridge money or not. Mr. Knapp said they have had this bond for a very long time and have completed a lot of bridges with this bond. Mr. Knapp said he has been asking for years about the tracking of these funds. Selectman Butt commented on the statement about \$70,000 being reimbursed. Mr. Ventresco said the estimate is \$60,000-\$80,000. Mr. Knapp said they had a lot of paving done this year, which is all contractor work. Chairman Clow said when you look at what is left in Mr. Knapp's budget it is a little less than 40%, but in fact some road salt has already been spent, 6-8 storms worth stored in the shed, not a need for a lot of salt so that percentage is a little misleading. Chairman Clow said overtime hopefully won't be needed again until January; that is about \$200,000 that won't need to be spent until next year. Mr. Knapp said they used a lot of fuel this winter and a lot of oil changes because of vehicle hours.

Selectman Lacasse asked about the strategy about paying wages out of the project fund, asked if this is a strategy Mr. Knapp would like to continue. Mr. Knapp said he has a 5 year program; he does have long term planning. Selectman Lacasse said if you keep taking funds from the projects for wages then fewer projects will be getting done. Mr. Knapp said with bridges they get 80% funding back from the state. Chairman Clow said they have to contract out road reconstruction. Chairman Clow said with the bridge project they had the option to contract out or to keep it within house and pay the town employees, which works out well with the budget in this case. Selectman Butt said in a previous discussion they had they discussed using money from road reconstruction to pay wages, this is a different. Mr. Knapp said the rented equipment, purchased equipment and fuel were paid out of the Woodbury bridge project, but wages came out of the operating budget.

Mr. George Malette said the Conservation Commission has been holding \$20,000 towards the Abijah Bridge project. Mr. Knapp said those funds are for the check dam.

Mr. Knapp commented on a lap top purchase he has been discussing with Mr. Ventresco. Mr. Ventresco said they would like to purchase a Military style laptop and he has 2 quotes one is for a brand name laptop and one is for a no name brand laptop. Mr. Knapp said with the equipment that is in his pick up it tells him how to use it. Mr. Knapp said this will help them locate and document all culverts and keep the town informed. Vice

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Chairman Clark asked Mr. Knapp if he knew anyone using the laptop system. Mr. Knapp said no. Mr. Knapp said the same lap top could be utilized at the shop as well. Mr. Ventresco said there is no computer at the Transfer Station at all.

Mr. Knapp said they did post the change in the Transfer Station hours. He would like the Board to consider making all hours permanent; no winter/summer hours and changing the closing time. Mr. Knapp went to Hopkinton Transfer Station today and looked at their hours, they are open 4 days a week (does more volume than Weare) 8:00-5:00 three days a week and 1:00-5:00 one day a week. Mr. Knapp said they are the only Transfer Station in the area to be opened on Mondays. Selectman Butt asked if the employees were full time. Mr. Knapp was unsure but said one guy is there 7:00-5:00 and stands at the gate and locks it at 5:00. On the day they are open 1:00-5:00 they allow all commercial haulers in so there is no mingling with the public; 8:00 am – 1:00 p.m. is just haulers. Mr. Knapp said this is just something to think about, to set some permanent hours so the public is not confused.

Chairman Clow said they started on the pole relocation and asked if there was a time frame for completion. Mr. Knapp said he heard from the man in charge today and went and talked to them. There is one pole in today and they plan on setting the other 3 poles soon.

Selectman Butt asked how the Highway Garage withstood the heavy rain. Mr. Knapp said it did leak; they did not start the application yet.

COMMITTEE ITEMS – Mr. Ventresco commented on the Board meeting with the Cable Committee before meeting with the School Board. Mr. Ottery said Brian Grattan called him about moving cable equipment over to the school. Mr. Ottery said the Cable Committee will be meeting on Wednesday, July 23 with Mr. Grattan, the School Board, SAU and BoS. Mr. Ottery said that Mr. Grattan made a presentation to the Cable Committee regarding the cost of moving the equipment. Mr. Ottery said Mr. Grattan has not got back to them; the feeling was the funds to relocate the cable equipment should come from the Community Access Reserve. Mr. Ottery said the reason for the meeting on the 23rd is for everyone to discuss what will happen. Chairman Clow said this came up because of the \$30,000 that came from Comcast and they were wondering if the town and school were duplicating their efforts and if it would be beneficial to merge the cable equipment from the school with the town. Selectman Butt said it was his idea to look into merging the equipment and thought it was the consensus of the Board to do this. Selectman Butt feels they put a lot of money into the cable equipment and it makes sense to see what the school needed for equipment and it made sense to look into what the town already owns instead of purchasing more equipment. Selectman Butt feels they should at least evaluate the equipment needs.

Mr. Ottery said they have invested a lot of money in setting up the equipment upstairs and feels they should all meet as a group to decide if this is best. Selectman Butt said what they want to do is evaluate the equipment. Mr. Ventresco said he brought this up at the last meeting that the Cable Committee wanted the BOS to have a joint meeting with the SAU, School Board and the Cable Committee and then the Board asked Mr. Ventresco to have Mr. Ottery come in and speak with them. Selectman Butt would prefer to get together with Mr. Grattan on what the school needs. Selectman Kurk asked if the school has a physical space for all the equipment that is big enough to house the equipment or is it better to keep the equipment upstairs where there is space. Mr. Ottery said Mr. Grattan and him thought it would be best to get everyone together to discuss this. Chairman Clow feels they should discuss whether it is best to merge the equipment into one studio; if the school has a beautiful space to house all the equipment it might be best. He does not want to take away what the committee has worked so hard on. Mr. Ottery said they found that the school has no volunteers to help them with the equipment. Mr. Ottery feels if channels 6 and 17 were working out of one studio there might be problems. Mr. Ottery discussed the positive feedback with helping a high school student raising funds to build a gazebo at John Stark. Selectman Butt asked if the ceremony was videotaped and if it appeared on the cable channel. Selectman Kurk said Paul Hague videotaped the girl and interviewed her on her project.

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Vice Chairman Clark feels if they are going to go into a meeting to discuss this they all need to have open eyes; possibly joining forces to the benefit of the community. She is not saying that things are not working the way they are, but they need to look into the future needs of the town. Selectman Butt is also concerned with the taxpayer's money. If they are going to build an identical studio in the school for \$40,000 he would certainly like to discuss joining equipment so not to spend taxpayer's money on additional equipment. Chairman Clow asked how John Stark fits into the picture. Mr. Ottery said they have no interest; they could not handle it when they had it. Selectman Butt said the Middle School students with Walter Bouhlins help generated a program. Chairman Clow said he knows of other High Schools who are very involved with running the equipment. Mr. Ottery agrees they should get together to discuss options. The meeting on July 23 at 5:00 will be to strictly discuss this. Mr. Ottery said the school has been looking towards help from the town for funding. Selectman Butt feels he does not have enough information to go to the meeting. Selectman Kurk said she does not think they can just hand over \$30,000 to the schools for cable equipment purchases. Chairman Clow commented on getting a large group together to brainstorm what all sides want, to see if there are common interests. Selectman Butt feels that each group should just have a representative from each group go to the meeting and then present to the others. Selectman Lacasse said he feels the goal of the meeting would be to discuss options and space. Mr. Ottery said trying to operate 2 channels out of 1 building, 1 room is not possible. Chairman Clow does not think Selectman Butt's initial idea was to do away with broadcasting from this site; but to possibly have a studio setting available to both the school and the town. Selectman Butt said in addition to everything they are running into issues with the cable room upstairs needed electrical work for approximately \$5,000.

Mrs. Donna Osborne said she feels it is very important for all volunteers to get together and said the school has not involved with the cable contract for the last 7 years. Selectman Butt said before he spends \$30,000-\$40,000 of tax payers money he wants to make sure it is done wisely, he is not trying to say anything bad about the studio but they are looking at an opportunity to create a situation with having 1 studio that people will utilize the equipment more. Chairman Clow said they probably will come out of the meeting with no decisions being made; but they should be able to come out of the meeting with better ideas. Selectman Butt feels the meeting can be held with 4-5 people. Mr. Ottery said this is a step in the right direction. Selectman Butt said it is to gather information. Selectman Lacasse said he does not feel there is anything wrong with holding a meeting. Vice Chairman Clark said before the meeting there should be some guidelines established and they should know if space is available. Selectman Butt said he is not promoting moving the studio unless it makes sense to do so. Mr. Ottery hopes good things come out of the meeting.

OTHER BUSINESS – Chairman Clow asked the Board if they had a chance to look at the email from Mr. Malette regarding the Fire Engineer's report. Mr. Malette has suggested a schedule for building repairs to be brought into compliance. Chairman Clow said Mr. Malette offered to look at the report and suggest a different order of the work to fall into the budgetary calendar and put them in chronological order. Selectman Butt asked Mr. Ventresco about the original report from the Fire Marshall having a completion deadline. Mr. Ventresco said this has not been done yet, he said they all agreed that some of the comments from the Fire Marshall did not make sense. Selectman Butt asked what kind of communication they have had with the Fire Marshall. Mr. Ventresco said he has spoke with him several times and has also corresponded. Mr. Ventresco said if the Building Committee, Board and himself are fine with the plan and timeline he would like to send it to the Fire Engineer for approval and then if he thinks it is good with their approval he will send it to the Fire Marshall. Hopefully the end result is a plan they can meet with the town's finances. Selectman Butt asked about electrical wiring. Mr. Ventresco said some items were due to be done by June 30. Selectman Butt commented on there being enough funds to complete everything. Selectman Lacasse thought the question with the fire escape was if it was structurally sound. Mr. Ventresco said the report mentioned width and rise of steps. Mr. Ventresco said someone told him the fire escape would not pass because of the structure and design of the fire escape itself. Mr. Ventresco said Mr. Meany said it was wide enough but the rise and step are off. Mr. Malette said covering the fire escape was in the 2002 report and everything in that report was supposed to be done. Mr. Malette said

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in lieu of paying a structural engineer or to fully enclose it is an alternative in taking the footprint of the back steps up through the upper level. Mr. Ventresco will be getting more estimates. Chairman Clow said if in fact enclosing that whole structure is part of the 2000 report and Primex tells them to do the same thing then it makes sense to look into Mr. Malette's suggestion of enclosing the back staircase.

Chairman Clow feels they have talked so much about this report but have done so little. Selectman Butt said the situation they are in is to do as little as possible to get by. Selectman Butt said Mr. Malette is trying to put something in place. Selectman Butt feels they are dealing with life safety issues and they need to get started. It was discussed they need to decide what the first thing is that needs to be done and what needs to be done first before making plans. Vice Chairman Clark said things need to be handicapped accessible. Selectman Butt said as far as the building being handicapped accessible they should be looking into getting an elevator in the back of the building. Vice Chairman Clark asked why the Fire Engineer didn't think of other suggestions. Mr. Malette said they have referred to the Fire Engineer for information and specifications to get prices on things. Mr. Malette discussed that the Fire Engineer did not give them all the information they need.

Mr. Ventresco said the Building Committee will be looking at Mr. Malette's plan tomorrow. Selectman Butt said they have to decide if they are going to do something in planning for the future; he feels they need to get these things done and discuss the needs of the future later. Mr. Ventresco said no one is just standing still; the first sheet has all been done or is in the process. Mr. Ventresco said he has ball park figures on the estimates needed to determine costs. Selectman Lacasse asked if it makes sense to do the project without knowing if something else needs to be done along the way. Selectman Lacasse said you don't want to do something temporary, you want to do something that makes sense for the long term. Mr. Malette commented on ceiling tiles being replaced, which should be done after all the electrical work is done. Mr. Ventresco said the tiles in the back hall are the only ones that still need to be put in place, but there is a water leak. Mr. Ventresco mentioned a \$50,000 estimate for the fire system. Mr. Malette said this is the first time he has heard an estimate. Selectman Butt asked about Mr. Meany's involvement. Mr. Ventresco said Mr. Meany has been very involved. Selectman Butt said his concerned with money, and being unsure if they will get the money next year either.

It was discussed having the fire alarm system directly hooked up to dispatch not only for life safety concerns but for preservation of town documents. Chairman Clow said he values all town employees that work in the building. Chairman Clow asked how close they are in having actual quotes on the fire alarm system. Mr. Ventresco said they are very close.

Mr. Malette said everything on the list that was supposed to be done is done, except for 3 items that are in the process. Mr. Malette is going to take his plan to the Building Committee and said the Joint Loss Committee is meeting on Friday. Mr. Ventresco asked if the Building Committee approves the plan from Mr. Malette is the Board ok with him sending it to the Fire Engineer immediately.

Mr. Malette mentioned the garage doors at the Safety Complex and said the doors should be insulated and weatherproofed. Mr. Ventresco said Chief Richards said he did get some specs from the state.

MEETING MINUTES

**Chairman Clow moved, Selectman Kurk seconded to accept the minutes from June 2, 2008 as amended.
Passed 5-0-0**

**Chairman Clow moved, Selectman Kurk seconded to accept the minutes from June 9, 2008 as amended.
Passed 5-0-0**

**Chairman Clow moved, Selectman Kurk seconded to accept the minutes from June 16, 2008 as amended.
Passed 4-0-1**

**Chairman Clow moved, Selectman Kurk seconded to accept the minutes from June 30, 2008 as written.
Passed 3-0-2**

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MANIFESTS

Chairman Clow moved, Selectman Kurk seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated July 10, 2008. Passed 5-0-0

Accounts payable	\$611,981.24	(\$400,000 John Stark)
Gross Payrolls	\$41,216.15	(includes Credit Union, Taxes)
	\$1,327.11	(Bi-annual Forestry)
	<u>\$6,128.93</u>	(Monthly Fire)
Total	\$660,653.43	

Vice Chairman Clark said in going through payroll she is noticing people that are hourly and it does not look like they are taking their required lunch everyday. She noticed Public Works and Highway have overtime. Mr. Knapp said the time change for the Transfer Station went into effect on July 5th and the overtime for the Highway Department was for an emergency tree call. Vice Chairman Clark thinks the employee should take time off the following day instead of putting in for overtime. Mr. Knapp said that interrupts the whole work schedule. Selectman Kurk said there is 90-100 hours of overtime for the Police Department every week. Mr. Ventresco said he spoke with the Chief Begin regarding the overtime and he was told they have been short staffed, people on military leave, academy and vacations. Mr. Ventresco said Chief Begin is trying to make it as minimal as possible but he has to fill in hours. Mr. Ventresco said according to Chief Begin if there is overtime it is to fill in for someone else. Selectman Butt said the Board has said the department heads have bottom line accountability. Chairman Clow said Chief Begin was very clear with his overtime last year, so this overtime is not a surprise. It was discussed if employees are not restricted from eating at their desks they are not required to take a ½ hour lunch break. Vice Chairman Clark said they discussed with Primex that hourly employees must take their breaks and lunch, salary employees do not.

BUDGET DISCUSSION – Chairman Clow said they haven't really taking any action on this. Chairman Clow commented on the printout from the Finance Administration they received through the end of June, which is somewhat encouraging. It was discussed the insurance line was over expended. Mr. Ventresco said if you pull out the 1 time expenditures, they aren't looking bad. Mr. Knapp said the Transfer Station will not be overspent. Mr. Knapp informed the Board that the fuel sur charge for hauling, which is a signed contract they are obligated to pay, the gentleman cut his sur charge in half to help the town. Mr. Knapp said the bottom line for the Transfer Station should be fine. The Highway Department will not be over the \$77,540 but it will be close. Mr. Knapp said a lot of their road reconstruction contracts are complete, and there should be \$40,000 left in the account for other projects. Selectman Butt said desperate times call for desperate measures and that might need to be used. Chairman Clow said if they had fall flooding and had to reconstruct roads then he could utilize the road reconstruction funds for wages as well. Mr. Knapp said they asked for that money because there are things that they planned to do. Selectman Lacasse asked Mr. Knapp if he still feels they need to come up with funds from other departments to help his down fall. Mr. Knapp feels things will be tight. Mr. Knapp commented that his overtime line keeps going down year after year because of defaults.

Selectman Butt commented on Town Offices, photo copier supply last month they had \$13.00 left and now they have \$269.00 left in that account. Mr. Ventresco will look into this.

Selectman Butt commented on legal expenses, and asked if they are anticipating that the \$11,000 will be spent. Mr. Ventresco said that is an area that will be spent fairly quickly.

Selectman Kurk said the Government Buildings line is low. Mr. Ventresco said due to higher heat costs and electricity as well and lawn care has come out of this. Mr. Ventresco said PSNH had told him to expect a 2.5% increase and it is actually a 5% increase. The Board discussed possibly increasing the Town Hall usage fee. The Board discussed possibly putting a chain guard on the thermostat at the Town Hall.

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Selectman Butt discussed the cable contract services. Mr. Ventresco will check into this. Selectman Butt said it bothers him that department heads allow lines to be overspent. It was discussed the Cable Committee and PARC spend their own budget; it does not go through Mr. Ventresco for approval. Selectman Butt feels there needs to be checks and balances and somebody needs to ask the question if a line is being close to being overspent. Chairman Clow said he looks at the amount remaining in the bottom line and said they have been told what their bottom lines are. Mr. Ventresco said they are well aware that it is their responsibility not to overspend. Selectman Kurk said uniform allowance is overspent; does that mean if someone needs a uniform they cannot have it. Chairman Clow mentioned how many line items they need to go through each week; the Board feels this should be done before it comes before the Board.

Selectman Butt said he looked up the Finance Administrator's job description and feels the Finance Administrator should be notifying the Board when a line is overspent. Selectman Kurk said they tell department heads to keep checking their bottom lines. Selectman Butt feels they should be asked if they are going to continue to keep spending from that overspent line. Mr. Ventresco said even though no one has asked him to, if he sees a bottom line of a department getting low he does contact them to discuss the situation. Chairman Clow said some lines are over but their bottom line is still within budget. It was discussed the advertising line is getting low.

ADMINISTRATIVE REPORT – Mr. Ventresco asked the Board about the computer request from Mr. Knapp; \$1,500 quote from Absolute Computers for a Jet Book (generic brand computer) and \$2,725 from Panasonic Tuff book. Mr. Knapp said he already has the GPS software. Mr. Ventresco said the Capital Reserve Fund has about \$15,000 for computers. Mr. Ventresco thinks this is a smart move; works for GPS and maintenance needs. Selectman Butt feels Mr. Ventresco should be able to take care of this request. This will allow Mr. Knapp to map out street signs, culverts, stop signs and anything necessary. Mr. Knapp said the software for the truck computers does diagnostic work and keeps maintenance records. Selectman Lacasse commented on the Jet Book having more memory and comes with a 14-day trial. Selectman Butt is concerned with mechanicals and withstanding the use it will get. Selectman Butt recommends going with the Tuff book (brand name). Mr. Ventresco said if they are going with a brand name they should get a quote from IBM. Mr. Knapp will review it further with Mr. Ventresco.

Mr. Ventresco reminded the Board there is a meeting with the Deering Board of Selectman tomorrow evening; he contacted the Conservation Commission as well.

Mr. Ventresco said there should be a dollar minimum on purchase orders. Chairman Clow asked how this meshes with credit cards. Mr. Ventresco said approval needs to be given before obligation is made for payment.

Mr. Knapp asked Mr. Ventresco about fees for posting public hearings. All members of the Board agreed to post regular monthly meeting notices on one sheet for posting.

Mr. Knapp discussed the following fee increases with the Board:

Construction & demo wood	\$15.00/yd to \$18.00	\$0.5 lb to \$0.7 lb
Shingles	\$30.00/yd to \$35.00	\$0.5 lb to \$0.7 lb
Sheetrock/Pressure Treated	\$50.00/yd to \$55.00	\$0.7 lb to \$0.9 lb

Chairman Clow moved, Selectman Kurk seconded to approve the increases for the Transfer Station fees as stated effective August 1, 2008. Passed 5-0-0

Vice Chairman Clark recommends contacting Cold Springs about selling the trailer and paying the town the back taxes due and Cold Springs can keep the additional revenue.

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Chairman Clow moved, seconded to enter into non public session at 10:22 p.m. under RSA 91-A:33 II (a). A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0

Mr. Knapp, Public Works Director, came before the Board to ask that he be permitted to give an employee who finished his probationary period some months ago a raise in pay of \$1.00 per hour. Mr. Knapp said that it has been customary practice for his employees to receive a raise upon successful completion of their probationary period, per his discretion; the employee's rate of pay would go to \$14.00/hr from \$13.00. This would cost approximately \$1,000 for the rest of the fiscal year. The Board by consensus gave Mr. Knapp the OK to proceed with the pay raise.

Chairman Clow moved, Selectman Kurk seconded to come out of non public at 10:48 p.m. A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, seconded to enter into non public session at 10:49 p.m. under RSA 91-A:33 II (c). A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0

The Town Administrator brought to the Board a question of the awarding of accrued sick time when someone retires. An employee may be retiring in a year or two and is asking now in order to be able to provide information to the New Hampshire Retirement System. The issue involves a few factors including reconciling the Sick Leave and Retirement Sections in the Personnel Policy, namely is "retirement" considered "termination." The other issue is, the employee was hired in 1995, and the policy on granting accrued sick time to employees upon termination changed with the adoption in August 2003 of the current Personnel Policy.

Selectman Lacasse moved, Selectman Kurk seconded to grant accrued sick time for the employee from the date of hire to the effective date of the current Personnel Policy in August 2003, to a maximum of no more than 90 days of accrued sick time, and from the effective date of the current Personnel Policy forward to apply the rule outlined in Section XXX, Subsection 7 of the current Personnel Policy. Passed 5-0-0

Selectman Kurk moved, Chairman Clow seconded to come out of non public session at 11:30 p.m. A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary